

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

ACCOUNTS PAYABLE SPECIALIST II

FLSA STATUS: NON- EXEMPT – PAY GRADE: 10 – C

JOB FAMILY: FISCAL SERVICES JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Accounts Payable Specialist II performs specialized tasks and duties in the accounts payable department. This position applies standard departmental and organizational policies and procedures as well as specialized departmental knowledge in performing complex auditing of invoices, vouchers, tuition reimbursement, and expense reports. This position reviews documentation submitted for payment and verifies it meets all requirements before processing disbursements, and serves in a lead capacity to assist support staff with inquiries and training.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Reviews supporting documentation for vouchers and employee expense reports information for accuracy, and uploads for historical records.

Reviews and inputs invoices associated with purchase orders. Reviews and audits payments prior to mailing payments to suppliers.

Responds to inquiries, procedural questions, technical issues, and support staff guidance/training relative to entering and processing vouchers and expense reports within the financial system.

Assists the Accounts Payable Supervisor with reviewing supplier data for 1099 tax form preparation. Assists with supplier questions and audits regarding 1099 forms.

Reconciles, researches, and corrects discrepancies in vendor statements and Purchasing Card transactions.

Prepares payable workflow vouchers, purchase card vouchers, cash advances, and expense reports for remittance of debt to College vendors.

Assists in troubleshooting system issues related to Accounts Payable, Purchasing Card, and Expense Modules to provide production support to end-users.

Reviews College vendor invoices to determine the best payment method for each vendor.

Assists with Accounts Payable records retention process according to College policies and procedures and State Statutes.

Assists with the Payment process to ensure timely remittance of debt to College vendors in absence of Accounts Payable Supervisor.

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Performs accounts payable duties supporting internal and external customers who assist in providing support to students, staff, faculty, and visitors.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the designated supervisor.

SUPERVISION EXERCISED

May exercise supervision over assigned student assistants and/or employees.

MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution and two (2) years of related experience or a high school diploma or high school equivalency degree and four (4) years of related experience.

PREFERRED QUALIFICATIONS

Associate's degree and two (2) years of related general accounting or accounts payable experience or high school diploma or high school equivalency degree and four (4) years of related general accounting or accounts payable experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

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Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/2017; 9/6/22

Revised: 10/27/23